

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 19, 1990

ALL-COUNTY LETTER NO. 90-05

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING REQUIREMENT CHANGES ON THE CASH
GRANT CASELOAD MOVEMENT REPORTS (RS 237, RS 237 RDP)
FOR THE REFUGEE RESETTLEMENT PROGRAM

REFERENCE: ACL 89-107, DATED DECEMBER 29, 1989

The purpose of this letter is to inform all Counties of a change in the reporting requirements on the Refugee Resettlement Program Cash Grant Caseload Movement Report (RS 237) and the Refugee Demonstration Project (RDP) Cash Grant Caseload Movement Report (RS 237 RDP).

The Federal Office of Refugee Resettlement has informed the State that Federal reimbursement funds for the Refugee Cash and Medical Assistance (CMA) programs have been reduced. As a result, the period of time eligibility for both federally funded RDP and Aid to Families with Dependent Children (AFDC) has been reduced to a maximum of four months, effective January 1, 1990.

RS 237

The RS 237 form will be revised to acknowledge this change in time eligibility. Items 9a and 9b will be changed from "24 months" to "four months" and the printed instructions for the completion of these items will also be revised to reflect a change from "24 months" to "four months."

A camera-ready copy of the revised RS 237 is attached and is to be used beginning with reports submitted for the month of January 1990. The attached copy may be duplicated for use until a supply of the revised report form becomes available.

RS 237 RDP

Effective with the report month ending April 30, 1990, Counties will no longer be required to submit the RS 237 RDP. By the end of April 1990, RDP will be fully phased out. Consequently, the

RS 237 RDP reports submitted for the month ending April 30, 1990 must show zero on line 10, "Cases carried forward to next month." Some Counties may be able to arrive at this figure with the submission of the RS 237 RDP reports for the months of January through March of 1990.

In addition, any RS 237 RDP reports for the months of January through April 1990 must show zero in item 7, "Cases added during the month" since regulations (Section 69-206.211 [g]) require that applicants have six months of time eligibility remaining to be eligible for RDP. Consistent with this regulation and with the reduction of time eligibility to four months, there will be no new applicants entering RDP effective January 1, 1990.

If you have any questions regarding these refugee reporting requirements, please contact Ms. Valerie Maulet, Statistical Services Bureau, at (916) 323-4747 or ATSS 473-4747.



DENNIS J. BOYLE
Deputy Director

Attachments

cc: CWDA

REFUGEE RESETTLEMENT PROGRAM — Cash Grant

CASELOAD MOVEMENT REPORT

STATE USE ONLY
COUNTY CODE

Send the Copy to:
Department of Social Services
Statistical Services
744 P Street, M.S. 19-81
Sacramento, CA 95814

COUNTY	FOR MONTH ENDING		(MONTH DAY YEAR)				
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION							
		AFDC		RCA			
		FG/U (1)	FC (2)	(3)			
1. Pending from last month (Item 5 from last month or explain).....							
2. Received during the month (Sum of a & b below)							
a. Applications							
b. Requests for restoration							
3. Total during the month (Sum of 1 & 2).....							
4. Disposed of during the month (Sum of a, b, & c, below)							
a. Approved (Same as sum of 7a & 7b)							
b. Denied							
c. Other dispositions (Cancellations & withdrawals).....							
5. Investigation proceeding at end of the month (3 minus 4)							
PART B. CASELOAD							
		AFDC		RCA			
		FG (1)	U (2)	FC (3)	Family (4)	One-person (5)	UM (6)
6. Cases brought forward from last month (Item 10 last month or explain)							
7. Cases added during month (Sum of a through e, below)							
a. Applications approved							
b. Restorations							
c. Transfers from other counties							
d. Other transfers-in (Sum of (1) through (4), below)							
(1) Intraprogram status change from medically needy							
(2) Interprogram transfer from AFDC-RCA.....							
(3) Change in aid category from FG or U or FC segment							
(4) Change in aid category from Family, One-person, or UM seg.....							
e. Other approvals.....							
8. Total cases opened during the month (Sum of 6 and 7 above; also a and b, below)							
a. Cases receiving cash grants							
(1) Persons in Item 8a cases.....							
(2) Time eligible persons in Item 8a cases							
b. Other cases.....							
9. Total terminated or changed in status during month (Sum of a & c below)							
a. 4-months (AFDC) & 12-months (RCA) time-expired cases							
b. 4-months (AFDC) & 12-months (RCA) time-expired persons.....							
c. Other cases terminated or changed in status.....							
10. Cases carried forward to next month (8 minus 9)							
REPORT PREPARED BY		TELEPHONE			DATE		

**CASELOAD MOVEMENT REPORT FOR THE
REFUGEE RESETTLEMENT PROGRAM (RRP) (FORM 237)**

CONTENT

These reports provide monthly data on the movement of cases and the number of individuals participating in the RRP through the AFDC and RCA programs who received a cash grant during the report month.

PURPOSE

The purpose of this data is: 1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and, 2) to provide data for federal reports.

DISTRIBUTION

Data from these reports are compiled into monthly summaries for use by departmental managers, the State Legislature, and other interested agencies and individuals.

DUE DATE

Reports are due in Sacramento no later than the 20th calendar day of the month following the report month. If the due date falls on a Saturday, Sunday or holiday, the due date will be the following work day. Send the report to:

Department of Social Services
Statistical Services
744 P Street, Mail Station 19-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact Statistical Services at (916) 322-2230 or ATSS 492-2230.

DEFINITIONS

- Case:** For the purpose of this report, a case is defined as a cash assistance case that contains at least one time-eligible refugee.
- RCA-UM:** Under this program segment, only unaccompanied minors are to be reported. No unaccompanied minors are to be reported in AFDC-FC.

INSTRUCTIONS

**PART A — APPLICATIONS FOR AID AND
REQUESTS FOR RESTORATION**

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration, as defined in Manual Section 40-103.4.

1. **Pending from last month** — Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote.
2. **Received during the month** — Enter the sum of 2a and 2b.
 - 2a. **Applications** — For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake form CA 1, Application for Public Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and RCA. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.

- 2b. **Requests for Restoration** — An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restoration received from recipients whose aid is being transferred to another county, intraprogram status changes or interprogram transfers between AFDC and RCA.

3. **Total during the month** — Enter the sum of Items 1 and 2.

4. **Disposed of during the month** — Enter sum of 4a, 4b, and 4c.

4a. Approved

Cash Grant — Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.

- 4b. **Denied** — Enter number of applications and restoration requests denied.

- 4c. **Other Dispositions (Cancellations and Withdrawals)** — Enter the number of applications and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.

5. **Investigation proceeding at end of month** — Enter the number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

PART B — CASELOAD

6. **Brought forward from last month** — Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.
7. **Added during month** — Enter sum of Item 7a through 7e.

NOTE: Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7a or 7b.

- 7a. **Applications approved** — Enter number of applications approved for cash grant.

- 7b. **Restorations** — Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b.

- 7c. **Transfers from other counties** — Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.

- 7d. **Other transfers-in**

- 1) Enter,

in column 1 the number of cases transferred to AFDC(FG) - by intraprogram status change from AFDC (MN-medically needy).

PART B — CASELOAD (Continued)

in column 2 the number of cases transferred to AFDC(U) - by intraprogram status change from AFDC (MN-medically needy).

in column 3 the number of cases transferred to AFDC(FC) - by intraprogram status change from AFDC (MN-medically needy).

2) Enter,

in column 1 the number of cases transferred to AFDC(FG) - from RCA columns 4, 5 and 6;

in column 2 the number of cases transferred to AFDC(U) - from RCA columns 4, 5 and 6;

in column 3 the number of cases transferred to AFDC(FC) - from RCA columns 4, 5 and 6;

in column 4 the number of cases transferred to RCA (Family) from AFDC, columns 1, 2 and 3;

in column 5 the number of RCA (one-person) from AFDC columns 1, 2 and 3;

in column 6 the number of RCA (UM) from AFDC columns 1, 2 and 3.

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by change in aid category from the AFDC (U or FC) - segment;

in column 2 the number of cases transferred to AFDC (U) - by change in aid category from AFDC (FG or U) - segment;

in column 3 the number of cases transferred to AFDC (FC) - by change in aid category from the AFDC (FG or U) - segment.

4) Enter,

in column 4 the number of cases transferred to RCA (Family) by change in aid category from the RCA (one-person or UM) segment;

in column 5 the number of cases transferred to RCA (one-person) by change in aid category from the RCA (family or UM) segment;

in column 6 the number of cases transferred to RCA (UM) by change in aid category from the RCA (family or one-person) segment.

7e. Other approvals — Enter number of cases approved for reasons other than 7a through 7d, including:

- 1) To approve aid on appeal cases.
- 2) To restore aid to cases erroneously denied or discontinued.
- 3) To restore CA 7 discontinuances where completion of new application is not deemed necessary.
- 4) To add to the number of CAU's by splitting an existing CAU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments in Item 6.

8. Total open during month — Enter number of cases active during the report month; this is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

8a. Cases receiving cash grants — Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

1) Persons in Item 8a cases — Enter the number of persons receiving a cash grant during the current month only.

2) Time-Eligible persons in Item 8a cases — Enter the number of time-eligible persons only, receiving a cash grant during the current month.

8b. Other cases — (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

- 1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- 2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written.
- 3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.

9. Total cases terminated or changed in status during month — Enter sum of Items 9a and 9c.

9a. 4-months or 12-months time-expired cases — Enter the number of cases in columns 1, 2, and 3 in which aid to the entire case was terminated due to the 4-months time limitation. Enter the number of cases in columns 4, 5 and 6 in which aid to the entire case was terminated due to the 12 months time limitation whether or not the case was discontinued.

9b. 4-months or 12-months time-expired persons — Enter the number of persons in columns 1, 2, and 3 whose aid was terminated due to the 4-months time limitation whether or not the entire case was discontinued. Enter the number of persons in columns 4, 5 and 6 whose aid was terminated due to the 12-months time limitation whether or not the case was discontinued.

9c. Terminated or changed in status during month — For all programs, enter the number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfers or interprogram transfers between AFDC and RCA. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other cases.

A case is reported in Item 9c when it ceases to be an active case in a program, program segment, or component because of termination, intercounty transfer, intraprogram status change, or interprogram transfers between AFDC and RCA.

Include cases discontinued from a given segment by reasons of transfer to another segment; for example, AFDC to RCA or vice versa. Another example to be included would be a change in aid category from FG, U or FC within AFDC from family, one-person or UM within RCA. Include cases (CAU's) terminated by merger with other cases.

10. Carried forward to next month — Enter the number of cases carried forward to next month, Item 8 less Item 9.